

NAVSTABREMINST 1650.2B
B008
9 Mar 00

NAVAL STATION BREMERTON INSTRUCTION 1650.2B

From: Commanding Officer, Naval Station Bremerton

Subj: NAVAL STATION BREMERTON SAILOR OF THE QUARTER (SOQ) AND
SAILOR OF THE YEAR (SOY) PROGRAM

Ref: (a) OPNAVINST 1700.10K

Encl: (1) [Format for SOQ/SOY Nomination](#)
(2) [SOQ/SOY Evaluation Form](#)

1. Purpose. To establish a program for the selection of a Naval Station Bremerton Sailor of the Quarter (SOQ) and Sailor of the Year (SOY).

2. Cancellation. NAVSTABREMINST 1650.2A is superseded. Since this is a complete revision, asterisks have not been used to denote changes.

3. Background. One of the most effective means of improving retention and boosting morale is by showing special recognition to those Sailors who have demonstrated superior performance for a prolonged period of time. Superior performance traits will include both military and professional performance, along with involvement in the command, community, and in self-improvement endeavors. Naval Station Bremerton will recognize such outstanding service by selecting the top performing junior and senior personnel as Sailor of the Quarter.

4. Eligibility. To ensure all personnel have an opportunity to achieve this award, nominations shall be divided into two categories: Senior Sailor of the Quarter (E-5/E-6) and Junior Sailor of the Quarter (E-1 to E-4). Individuals nominated will meet the following minimum requirements:

- a. Permanently assigned at Naval Station Bremerton.
- b. Served on board for at least three months (SOQ).
- c. Served on board for at least six months (SOY), if not previously selected as SOQ.
- d. No record of Commanding Officer's Non-judicial Punishment or court-martial during the preceding year.
- e. Meet Navy PRT standards.

5. Recognition. The selected SOQ (Junior or Senior) and SOY will receive the following honors and awards:

- a. Flag Letter of Commendation (SOQ) and CO NAM (SOY).
- b. Three days of special liberty (SOQ) and four days special liberty (SOY).
- c. MWR coupon book.
- d. SOQ will be nominated for Navy League Sailor of the Quarter.
- e. Selected SOQ will receive an automatic nomination for Sailor of the Year.
- f. Senior SOY will be nominated to Navy Region Northwest for consideration as Shore Sailor of the Year.
- g. Photographs of SOQ/SOY will be prominently displayed - Public Affairs Office (PAO)
- h. Coverage of selection will be announced in the Station newspaper and displayed on a marquee - PAO
- i. The SOQ/SOY will be authorized a reserved parking space closest to their work site - Department LCPO

6. Action

- a. Department Heads, Division Officers, and LCPOs will forward their nomination for Junior/Senior Sailor of the Quarter to the Command Master Chief (CMC) on the third Thursday of March, June, September, and the first Thursday of December. Nominations will be completed using the format detailed in enclosure (1).
- b. Sailor of the Year nominations must be submitted in accordance with enclosure (1) by the second Thursday of December each year.
- c. The Senior SOQ/SOY selection board will consist of the Command Master Chief and the senior enlisted representative from Public Works, Administration, Security, Combined Bachelor Housing (CBH), Homeport, and two additional chiefs designated by the CMC.
- d. The Junior SOQ/SOY board will consist of First Class Petty Officers from Public Works, Administration, Security, CBH, Homeport Office, and two additional First Class Petty Officers designated by the CMC.

e. Department Heads will submit Flag Letter of Commendation, proposed citation, and OPNAV 1650/3 after selection by SOQ board.

7. South Kitsap Navy League Junior and Senior SOQ

a. Submit nomination package to Commanding Officer, Naval Station Bremerton in accordance with enclosure (1) on the first Tuesday of January, April, July, and October.

b. SOQ board will be held on the first Thursday of January, April, July, and October. Members of SOQ Board will be the CMC or their designated representatives from afloat units and tenant activities.

c. SOQ nominees must be present for interview. Uniform is Service Dress (Whites or Blues).

/S/

J. A. HOLDEN

Distribution:
NAVSTABREMINST 5216.1
List I and II

SAMPLE SOQ/SOY NOMINATION FORMAT

From: Commanding Officer of Activity
To: Commanding Officer, Naval Station Bremerton

Subj: (FIRST/SECOND/THIRD/FOURTH) QUARTER (SENIOR/JUNIOR)
SAILOR OF THE QUARTER NOMINATION IN THE CASE OF (RATE/NAME)

Ref: (a) NAVSTABREMINST 1650.2B

1. Per reference (a), (rate/name) is nominated for consideration for (Senior/Junior) Sailor of the Quarter for (which quarter).

2. The following pertinent information is provided:

a. Name, rate and SSN:

b. Date enlisted in USN/USNR:

c. Advancement history (give dates):

(1) E4 -

(2) E5 -

(3) E6 -

d. Physical Readiness Test results (most recent):

(1) Date:

(2) Overall: (OUT/EXC/GOOD/SAT):

e. If previously selected SOQ/SOY (provide dates/commands):

f. Off-duty education during current quarter/year (college courses, correspondence courses, (out of rate; PACE):

g. Personal awards received during quarter/year being nominated for:

h. Off-duty community involvement (only during quarter/year being nominated for):

i. Brief synopsis of significant professional achievement which warrants selection: (Document only

actions/achievements that took place in the quarter/year being nominated - one typewritten page maximum.)

Commanding Officer

Note:

(1) Naval Station Bremerton SOQ nomination packages must be signed by Department Head.

(2) South Kitsap Navy League nomination packages must be signed by the Commanding Officer or Executive Officer.

NAVAL STATION BREMERTON SOQ/SOY EVALUATION

TRAIT						
PERSONAL APPEARANCE (5)						
COMMUNICATION (10)						
PRT (5) <ul style="list-style-type: none"> • OUTSTANDING (5) • EXCELLENT (3) • PASS (1) 						
COMMAND/COMMUNITY INVOLVEMENT (5) (THIS QTR/YEAR)						
EDUCATION (5) (THIS QTR/YEAR) (OFF DUTY/OUTSIDE OF RATE REQUIREMENTS)						
AWARDS (THIS QTR/YEAR) (10)						
ACCOMPLISHMENTS (30) (WHAT'S IN THE PACKAGE)						
TOTAL POINTS						
CMC WILL HAVE THE TIE BREAKING VOTE - (1 point) LOC/LOA (2 points) FLOC (3 points) NAM (5 points) NCM						
NAVSTABREM 1650/3 (Rev. 2-00)						